

# MONROE COUNTY

## JOB DESCRIPTION

<b>Position Title:</b> DIRECTOR UPPER KEYS OPERATIONS		<b>Date:</b> 12/12/00
<b>Position Level:</b> 12	<b>FLSA Status:</b> Exempt	<b>Class Code:</b> 12-11

### GENERAL DESCRIPTION

Primary function is to direct the Upper Keys Operations of Public Works, (Public Facilities Maintenance, Unincorporated Parks & Beaches, Detention Facilities and Roads & Bridges) which provide maintenance to County facilities including remodeling and renovation. Oversee administrative requirements along with contractual obligations with vendors and contractors. Is the countywide liaison for the Roads & Bridges section.

### KEY RESPONSIBILITIES

1. Direct front line supervisors with developing and fulfilling maintenance, renovation and remodeling of county facilities, parks and beaches and roads and bridges.\*
2. Inspect maintenance and construction projects.
3. Compose inter-county and public correspondence.\*
4. Develop construction project estimates and production reports.\*
5. Monitor contractors, coordinate with facilities users, safety and quality assurance of projects.
6. Direct budget operations, including daily expenditures, and justify budget requests.\*
7. Attend meetings as section representative.
8. Develop maintenance plans, and review operations for improved production.\*
9. Administer personnel procedures (evaluations, interviews, disciplinary actions, etc.).\*
10. Is the countywide liaison for the Roads & Bridges section.\*

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

<b>Position Title:</b> DIRECTOR, UPPER KEYS OPERATIONS	<b>Class Code:</b> 12-11	<b>Position Level:</b> 12
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<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	Bachelor's Degree required. Major(s) required: Civil Engineering, Construction Technology.
<i>Experience:</i>	5 to 7 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Highly Complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgment is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.
<i>Communication with Others:</i>	Requires regular contact with internal and external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or managing relationships at a high level.
<i>Managerial Skills:</i>	Responsible for supervising multiple functions, with full responsibility for effective operation and results.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On call 24 hours pending disasters.
<i>Other:</i>	Requires a valid Florida Driver's License. Previous experience as Roads and Bridges Administrator is helpful.

<b>APPROVALS</b>		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_